



**Office Assistant (General)**  
**Los Angeles Enforcement**  
*Permanent — Full-time*

*Duties of the position may include:*

This primary responsibility of this position is to provide mail services for the Los Angeles District Office.

- Receive, sort and deliver mail and inter-office communications. Prepare appropriate forms for FedEx, UPS and other courier services. Ensure that mail is delivered to appropriate staff.
- Prepare, weigh and stamp outgoing mail. Prepare and log appropriate book certified/registered mail and complete certification of mailing for Legal Unit.
- Maintain control of inventory and prepare and process requisition forms for replacing depleted supplies used by the District Office. Prepare, process and track orders for special items, equipment and/or furniture.
- Check all goods and items received against Bills of Lading, Purchase Orders, and follow-up on items not delivered on that order. Record items as delivered until order completed.
- Coordinate shipment and retrieval of files to Archives, and assist with the destruction of confidential records.
- Provide proctoring services for Professional Responsibility, Broker or Salesperson Exams as needed.
- Backup assistance to the photocopy room, Front Counter and Pre-Complaint desk as needed.
- Print, assemble and package exam materials.

***Necessary qualifications:***

- Ability to sort mail.
- Ability to answer, screen and transfer phone calls.
- Ability to attain a working knowledge of DRE licensing requirements when backing up the public counter or phones and provide professional customer service.
- Ability to keyboard and maintain accurate records.
- Communicate effectively, both orally and in writing, using good grammar, punctuation and spelling.
- Excellent interpersonal skills.
- Ability to work under pressure and within mandated timeframes.
- Ability to maintain and properly file records.
- Patience and tact in dealing with the public, staff members and others.
- Excellent organizational skills and must be flexible.

***Desirable qualifications:***

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Ability to operate a Pitney Bowes Mail Machine and electronic scale to process outgoing mail and perform maintenance and minor repairs.
- Dependability and reliability.
- Excellent attendance.
- Ability to lift up to 50 lbs. as necessary.

<b>Salary:</b>	<b><i>OA(G)</i></b>	Range A	\$1938 – 2354
		Range B	\$2130 – 2588

**Who may apply:** Current State employees at the Office Assistant (G) level, those who are transferable, or individuals with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.**

***Submit Applications to:***

Linda Luna, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802 or CALNET 498-0802

*For information on the position contact:*

DeBorah Jackson-Pickett, Office Services Supervisor III  
Los Angeles District Office  
(213) 576-6976 or CALNET 8-649-6976

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: Open Until Filled**

*Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.*

**Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be conducted on a flow basis.**